



County of Santa Clara Emergency Medical Services Agency EMPLOYMENT OPPORTUNITY

SPECIALTY PROGRAMS NURSE COORDINATOR (EMS)

Salary: \$35.24 - \$42.84 hourly
 \$2,819.12 - \$3,426.88 biweekly
 \$6,108.09 - \$7,424.91 monthly
 \$73,297.08 - \$89,098.92 annually

\$6,705.60 - \$8,154.10 *Effective Monthly

**Effective Wage includes: Base Wage, the County-paid portion of the Public Employees Retirement System (PERS) required employee contribution, as well as any applicable negotiated amount(s).*

Description

Under general direction, to coordinate the development, implementation, and monitoring of standards and policies for Emergency Medical Services Programs; to function as the key liaison to hospitals and specialty care centers including but not limited to: Base Hospital, Receiving Hospitals, Trauma Centers, Burn Center, Spinal Rehabilitation Centers, Reimplantation Centers, and Acute Mental Health Receiving Centers; and to collaborate with physicians, nurses, administrators, pre-hospital providers and other community members within Santa Clara County.

This classification is assigned exclusively to the Santa Clara County Emergency Medical Services Agency and is responsible for assisting in the implementation of Emergency Medical Services policy development, and Specialty Services Programs.

Typical Tasks

- Oversees receiving hospital, and specialty receiving center operations;
- Coordinates clinical policy and procedure development for the Emergency Medical Services Agency;
- Acts as primary liaison with public and private receiving hospitals and specialty care hospitals;
- Prepares required state and local reports on receiving hospital operations;
- Monitors compliance to contracts and specialty receiving facility agreements and prepares compliance reports;
- Assists in the development and implementation of long range specialty receiving operational plans and serves on related committees and task forces;
- Assists in special projects such as public awareness campaigns and EMS week programs and assumes coordination as assigned;

- Prepares and administers applicable specialty receiving program grants;
- Assists in annual budget preparation;
- Performs other related duties as required.

Employment Standards

-Possession of a current license as a Registered Nurse issued by the California Board of Registered Nursing and three years emergency or critical care nursing experience.

-Experience as a mobile intensive care nurse, clinical nurse specialist or trauma coordinator preferred.

-Bachelors degree in nursing or related. Possession of a Masters Degree from an accredited university in Nursing or in a management discipline such as Business Administration or Hospital Administration is preferred, but not mandatory.

Knowledge of

- Emergency nursing care of the ill and injured patients;
- Working knowledge of emergency medical service systems;
- Pertinent State and local laws and regulations;
- User knowledge of computers.

Ability to

- Plan, monitor and evaluate specialty programs and service delivery;
- Identify problems and investigate and evaluate alternatives; recommend/implement effective solutions;
- Interpret, explain and apply applicable regulations, policy and procedures;
- Prepare clear, accurate and effective reports and written correspondence;
- Represent the department and the county in meetings and make effective presentations;
- Organize and prioritize work and meet critical deadlines;
- Maintain accurate records and files;
- Establish and maintain effective working relationships with emergency medical care professionals at all levels and others encountered in the course of assignment.

There are a wide variety of benefits available to County of Santa Clara employees. These benefits include: health, dental, vision, life insurance, optional life and disability insurance plans, flexible spending account for health care, dependent care assistance program, an employee assistance program, and a deferred compensation program.

The County pays 100% of the single premium for all health plan options and 100% of the family rate for our HMO options for all full-time employees. There is a biweekly cost for family coverage for our Point Of Service plan for full-time employees. In addition, the County pays 100% of the premium for both dental plan options, for the vision plan premium and for the basic life insurance plan. Premiums deductions for part-time employees are prorated based on hours worked each pay period.

MEDICAL INSURANCE

The County offers several medical plans to all full-time and part-time employees working at least 50%. Currently, the County offers Kaiser Permanente and Valley Health Plan (HMOs) and HealthNet (POS). Co-payments vary by plan and is based on where care is accessed.

Kaiser \$5.00 Office Visit, \$5.00 for 100 day supply prescription drugs, \$5.00 emergency room visit

Valley Health \$0.00 co-payments except for \$10.00 for chiropractic services

HealthNet Co-payments and deductibles vary depending on where care is accessed in network or out-of-network

DENTAL INSURANCE

The County offers two comprehensive dental plans for employees and their eligible dependents.

Delta Dental This plan covers 75% of routine and preventative care up to \$2,000 per member per calendar year when services are obtained through a Delta Dental Provider. Orthodontic benefit plan covers 60% up to \$2,000 lifetime maximum.

Pacific Union Dental This plan has no annual maximum benefit and no deductible. There are some small co-payments for certain procedures.

Employees must go to any Pacific Union Dental participating dentist. Orthodontic benefit plan pays all but \$1,150.

VISION INSURANCE

The County of Santa Clara provides vision insurance through Vision Service Plan.

Vision Insurance Plan This plan provides an annual eye exam and lenses/contacts for employees and their eligible dependents with a \$20 co-pay and new frames every 24 months with a \$20 co-pay.

HOLIDAY/VACATION/SICK ACCRUALS The County offers 11 paid holidays per year. Vacation and sick time is accrued on an hourly basis based on the vacation schedule for your particular bargaining unit.

LIFE INSURANCE The County of Santa Clara provides a basic life insurance plan for all eligible employees. The coverage amount is \$25,000. The County pays 100% of the cost for full-time coded employees. Part-time employees pay a prorated amount based on hours worked each pay period.

FLEXIBLE SPENDING ACCOUNT The County offers a Flexible Spending Account (FSA) that allows employees to set aside up to \$1,500 annually, on a pre-tax basis via payroll deductions, to pay for eligible medical, dental, or vision expenses not covered by the benefit plans. This program is regulated by the IRS (IRC 125) and run on a calendar year basis. Open enrollment is held annually.

DEPENDENT CARE ASSISTANCE PROGRAM The County offers a Dependent Care Assistance Program that allows employees to set aside up to \$5,000 annually, on a pre-tax basis via payroll deductions, to pay eligible dependent care expenses. This program is regulated by the IRS (IRC 125) and run on a calendar year basis. Open enrollments are held annually.

RETIREMENT INFORMATION The County of Santa Clara participates in the Public Employees' Retirement System (PERS).

Public Employees' Retirement System 800-352-2238

The County pays 100% of the employer share and, in most cases, pays and reports 100% of the value of the employee share as special for the purpose of retirement benefit calculations. The County's portion for contribution of the employee rate is determined by bargaining unit agreements.

The retirement programs are: 2% at 55 – Miscellaneous employees 3% at 50 – Safety

DEFERRED COMPENSATION The County has a contract with I.C.M.A. Retirement Corporation, which offers a variety of FDIC insured products as well as mutual funds and other types of investment vehicles.

I.C.M.A. 800-735-7202 x4910

An employee may elect up to 85% of their biweekly pay to be deducted from their paycheck. This contribution is deducted from gross wages prior to paying federal and state taxes. The annual maximum contribution beginning with calendar year 2002 is \$11,000 and will increase each calendar year in \$1,000 increments up to a maximum of \$15,000 annually.

EMPLOYEE ASSISTANCE PROGRAM The County provides Employee Assistance Program (EAP) for employees and their eligible dependents. The EAP offers confidential, professional counseling services in a variety of areas such as, legal matters, marriage/family counseling, substance abuse, stress relief, and child care referrals. The EAP provides up to 5 counseling sessions per incident for employee and/or eligible dependents per fiscal year.

Specialty Nurse Coordinator

Direct Report: Deputy Director

Coordinates With: All Agency Managers/Professional Standards Staff

I. Education and Training Programs

1. Approves and manages prehospital care education and training programs.
2. Serves as Agency continuing education Program Director, Clinical Coordinator, and Primary Instructor.
3. Monitors Agency staff personal development related to clinical qualifications such as EMT certification, paramedic licensure, MICN certification, etc.
4. Provides community and stakeholder educational programs.
5. Serves as the Agency representative/staff on the Prehospital Educators Advisory Committee.
6. Coordinates educational and public relations activities with the Agency's Traffic Safety program.
7. Other related duties as assigned.

II. Clinical Oversight

1. Conduct clinical practice reviews related to prehospital care investigations and/or quality assurance in cooperation the Agency Compliance Officer.
2. Conduct clinical reviews related to system clinical operations such as STARCAR utilization, BLS Code 3 operation, etc. in cooperation with the Agency Compliance Officer.
3. Conducts evaluations of system performance related to trauma system use.
4. Develops prehospital care clinical standing orders in cooperation with and for approval by the Medical Director.
5. Provides prehospital care clinical evaluation and recommendations for the Trauma Audit Committee.
6. Monitor and analyze State and National clinical care practices and protocols.
7. Facilitate stakeholder input and forums including participation on the Clinical Practice Committee.

III. Contract Compliance

1. Provides oversight functions to ensure the management of the contracts awarded by the County for the provision of EMS related services.
2. Manage agreements with approved County Trauma Centers.
3. In cooperation with the Deputy Director and Director, assists in the enforcement of failures to comply, levies administrative actions, etc.

IV. Continuous Quality Improvement

1. Evaluates prehospital care and base hospital clinical performance.
2. Evaluates and analyzes system wide clinical performance indicators in cooperation with the Medical Director.
3. Monitors the overall performance of the prehospital care system.
4. Ensure system wide quality assurance base on established standards, policy, and guidelines.
5. Assist in the development and implementation of a countywide continuous quality improvement plan.
6. Assist system stakeholders in developing QA/QI plans.
7. Ensure the collection of trauma system data necessary to monitor the system.
8. Serve as the Agency representative/staff for the Trauma Audit Committee.
9. Serve as the Agency representative/staff for the Trauma Users Group and trauma-related stakeholder groups.

VII. Operations

1. May serve in the Public Health Department DEOC
2. May serve in any SEMS position, as trained & qualified, that may include assignments in the EOC, DEOC, or location.
3. Represents the Agency on various committees and with various stakeholder groups.
4. Monitors all aspects air ambulance and rescue aircraft utilization.
5. Provides support and development of the clinical and training aspects of the Base Hospital in cooperation with the Base Hospital Coordinator.